

67-228

18 January 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Correspondence Addressed to the Director

Occasionally correspondence addressed to the Director does not warrant a reply by him personally, but at the same time it should be answered by someone on his immediate staff. In the past I think that all or most of the Executive Assistants in the Office of the Director have from time to time replied to such correspondence. In the future, in order to minimize the number of people signing these replies, the Director has requested that they be signed either by the Executive Director or by his own Executive Assistant (  ) as "Assistant to the Director."

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L. K. White

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NOTED:

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	UNCLASSIFIED		CONFIDENTIAL		SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Mr.				
2	Mr.				
3	Mr.				
4	Mr.				
5	ER				
6					
	ACTION		DIRECT REPLY	PREPARE REPLY	
	APPROVAL		DISPATCH	RECOMMENDATION	
	COMMENT		FILE	RETURN	
	CONCURRENCE		INFORMATION	SIGNATURE	
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
	UNCLASSIFIED		CONFIDENTIAL		SECRET

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